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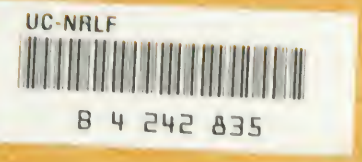

MANUAL

FOR

BOARDS OF SURVEY.

PREPARED UNDER THE DIRECTION

OF THE

GENERAL COMMANDING THE ARMY,

BY

CAPTAIN CHARLES GERHARDT,

EIGHTH U. S. INFANTRY.

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MANUAL FOR BOARDS OF SURVEY.

BOARDS OF SURVEY.

1. The authority for Boards of Survey is found in Army Regulations.

2. They are an aid in the transaction of military business and are governed by the Army Regulations and the customs of the service.

3. A Board of Survey is not a court, and can not legally exercise the powers expressly vested by statute in courts-martial or courts of inquiry.*

COMPOSITION AND CONSTITUTION.

4. A Board of Survey will be composed of three officers, exclusive of the commanding officer and those who are interested if that number be present for duty; otherwise, of as many as are so present, exclusive of the commanding and interested officers; or if none but the commanding officer and interested officer be present for duty, then of the commanding officer.†

5. When only the responsible or interested officer is present he will not constitute himself a Board of Survey, but will furnish the next higher commander authorized to convene such board his certificate of facts and circumstances, supported by affidavits of enlisted men or others who are cognizant thereof. Should the case thus presented not be considered satisfactory, or in a case in which only interested officers with opposing interests are present for duty at the post or station, the next higher commander authorized to convene Boards of Survey may make the necessary investigation.‡

* See Digest of Opinions, J. A. G., p. 179. † Par. 709, A. R., as amended.
‡ Par. 709, A. R., as amended.

6. When a soldier deserts, a Board of Survey will be called by the regimental commander, but such authority is not intended to interfere with the like authority heretofore given to a post commander.*

7. Any commissioned officer subject to the orders of the convening authority is eligible for service on a Board of Survey.†

8. An order convening a Board of Survey should state explicitly the matter to be investigated. It should designate the place and hour of meeting and the names of the members, in the order of rank, and, in case less than three members are detailed, it should recite the reason for such diminished number. In cases where the property in question has been previously acted upon by a Board of Survey, the order will so state and require that the proceedings of any previous board or boards be considered.‡

PURPOSES.

9. On the death of an officer in charge of public property or funds, his commanding officer will appoint a Board of Survey, which will inventory the same and make the customary returns therefor, stating accurately amounts and conditions.§

Cash in the hands of a deceased officer may be invoiced by a Board of Survey appointed under paragraph 84 of the Regulations to the deceased officer's successor, but balances to his credit with the Treasurer, an assistant treasurer, a designated depository, or a fiscal agent of the United States, over and above his outstanding checks, will be covered into the Treasury of the United States by the chiefs of bureaus when the Board of Survey has reported to the bureaus the balances over and above such checks. A deceased officer's successor will not endeavor to secure the transfer to himself of the deceased officer's balances with the Treasurer, assistant treasurer, designated depository, or fiscal agent, but will make requisition upon the proper authorities for such funds as he may need. ‖

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* Par. 115, A. R., as amended, and Cir. No. 48, H. Q. A., 1898.
† A. W., 122.
‡ Par. 709, A. R., as amended.
§ Par. 84, A. R.
‖ Circular No. 36, H. Q. A., 1898.

10. When a soldier deserts, a Board of Survey will be called by the regimental commander to ascertain whether he has lost or abstracted any articles of Government property, and if so to determine the money value of the same. The value of the articles thus found to be missing will be charged against the deserter on the next muster and pay roll of his company, which will be accompanied by a copy of the board's report. A copy of so much of the proceedings as relates to the property charged on any roll will accompany the return to which the property pertains. The board will also fully investigate the circumstances attending desertion, especially the causes which induced it, and make a separate report in each case of its investigation and conclusions thereon, which will be transmitted to corps or department headquarters through intermediate channels. In case the number of officers on duty with the command is limited, the summary court officer may be called upon to make this investigation and report.*

11. Whenever in the opinion of a commanding officer the condition of any silken color, standard, or guidon in the possession of his command has become unserviceable, a Board of Survey will be appointed to report for the information of the Secretary of War its condition, and as to the necessity of supplying a new one. If requiring repair, application to have it placed in a serviceable condition should be made to the Quartermaster General. Service colors and guidons will be submitted to the action of an inspector when unfit for further use.†

12. Upon the receipt of public property by an officer he will make careful examination to ascertain its quality and condition, but will not break original packages until issues are to be made unless he has reason to believe the contents defective. Should he discover defect or shortage, he will apply for a Board of Survey to determine it and fix the responsibility.

Should he consider the property unfit for use, he will submit inventories in triplicate and request the action of an inspector. The same rule will be observed in regard to

* Par. 115, A. R., as amended, and Par. 686, *ib.* † Par. 223, A. R., as amended.

packages when first opened for issue, or for property damaged or missing while in store.*

13. If an article of public property be lost or damaged by the neglect or fault of any officer or soldier, he shall pay the value thereof, or the cost of repairs, at such rates as a Board of Survey may determine.†

14. If articles of public property are embezzled, or lost or damaged through neglect by a civilian employee, the value or damage as ascertained (and by a Board of Survey if necessary) shall be charged to him and set against any pay or money due him.‡

15. Public property which has been damaged, except by fair wear and tear, or is unsuitable for the service, before being submitted to an inspector for condemnation will be examined by a Board of Survey.§

16. A Board of Survey can not condemn public property. Its action is purely advisory. It is called for the purpose of ascertaining and reporting facts, submitting opinions, and making recommendations upon questions of responsibility which may arise through accident, mistake, or neglect. For example, it investigates and determines questions involving the character, amount, and cause of damage or deficiency which public property may have sustained in transit,‖ store,¶ or use, and which is not the result of ordinary wear and tear of the service, and reports the investigation made, its opinions thereon, and fixes responsibility for such damage or deficiency upon the proper party. It makes inventories of property ordered to be abandoned when the articles have not been enumerated in the orders for abandonment. It recommends the prices at which damaged clothing may be issued, and the proportion in which supplies shall be issued in consequence of damage or deterioration that renders them, at the usual rate, unequal to the regulation allowance, fixing in each instance responsibility for actual condition. It verifies the discrepancy between invoices and the actual quantity or description of property transferred from one officer to another,**

* Par. 668 and 669, A. R.
† Par. 684, A. R.
‡ Par. 687, A. R.
§ Par. 708, *ib.*
‖ Par. 1126 and 1127, *ib.*
¶ Par. 1064 and 1245, *ib.*
** Par. 1241, A. R.

fixes definitely the amounts received for which the receiving officer must receipt, and ascertains, as far as possible, where and how the discrepancy has occurred.*

In short, the purpose of a Board of Survey is to inquire thoroughly into and report upon all facts and circumstances of the matter in question; to fix the responsibility for deficiency or loss of, or damage to, public property; to determine the value of articles deficient, lost, or damaged, and to make such recommendations as it may judge proper for the relief of the person accountable for the property when not responsible for the deficiency, loss, or damage.

17. Under the provisions of the act of Congress approved March 3, 1885, compensation may be made for private property of officers or enlisted men lost or destroyed in the military service, without fault or negligence on the part of the claimant, "where the private property so lost or destroyed was shipped on board an unseaworthy vessel by order of any officer authorized to give such order or direct such shipment," or "where it appears that the loss or destruction of the private property of the claimant was in consequence of his having given his attention to the saving of the property belonging to the United States which was in danger at the same time and under similar circumstances."

Proceedings of a Board of Survey will, if possible, accompany each application under this act, showing fully the circumstances accompanying the loss.†

18. In case of deficiency found in the quantities of fuel, forage, and straw on hand at the quarterly verification, a Board of Survey will be called to make a full investigation, and will report the facts, with its conclusions as to the cause of the deficiency and responsibility therefor.‡

19. When any musical instrument furnished by the Quartermaster's Department to a duly authorized band of the Army has become unserviceable, it will be submitted to a Board of Survey. A copy of the proceedings of the board will be forwarded to the Quartermaster General, with a view to having the instrument repaired, if practicable, or otherwise disposed of.§

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* Par. 713, 1126, and 1240, *ib.*

† Par. 723, A. R.

‡ Par. 1063, *ib.*

§ Par. 1201, A. R., as amended.

20. Hereafter when typewriters supplied to the Army by the Quartermaster's Department become unserviceable they will be submitted to a Board of Survey, and a copy of the proceedings of the board will be forwarded to the Quartermaster General, with a view to having the machines repaired, if practicable, or otherwise disposed of *

21. Corn brooms worn out in the service in the Subsistence Department may be dropped from the returns of subsistence property without the action of a Board of Survey or of an inspecting officer.†

ORGANIZATION.

22. The board assembles at its first session in accordance with the convening order; thereafter according to adjournment. It is customary for members to wear undress uniform without side arms.

23. Boards of Survey are not limited as to hours. Their sessions should not necessarily interfere with ordinary routine duties.

24. No oaths are administered to members or to witnesses.‡ The organization is complete on assembling, and the board at once proceeds to the business before it.

25. In case of absence of a member the remaining members may properly proceed with the business, but the absent member may take his seat at subsequent sessions, and may have a voice in the final deliberations and conclusions.

THE PRESIDENT.

26. The senior member acts as president. Through him the board communicates with the convening authority.

THE RECORDER.

27. The junior member acts as recorder. Through him the board communicates with parties who appear before the board by correspondence.

28. He makes minutes of the proceedings, and under the direction of the board prepares the record.

*Cir. No. 34, H. Q. A., 1899. †Cir. No. 52, H. Q. A., 1899.
‡See Digest of Opinions, J. A. G., p. 179.

29. The evidence to be furnished by the party calling for the board is properly submitted, in triplicate, to the convening authority with the request for the appointment of the board, and by the convening authority transmitted, with the appointing order, to the president. If this has not been done, the recorder should secure such evidence and be prepared to lay it before the board at its first session. He also secures such evidence as the board calls for in the process of investigation.

30. He reduces oral testimony to writing, and in the case of an officer has it put in the shape of a certificate; in case of an enlisted man or a civilian, in the shape of an affidavit.

31. He signs adjourned proceedings.

PROCEDURE.

32. A Board of Survey in its procedure will follow the recognized rules observed by courts-martial and other deliberative bodies.

33. In important cases it may be necessary to have counsel, reporter, or interpreter. Authority should be secured before their employment.

34. There is no set order for voting. In case of disagreement a minority report may be submitted.

35. A Board of Survey must fully investigate matters submitted to it; the investigation should be as searching and the action as complete as that of a court-martial. The object is not in any sense merely to exonerate individuals and relieve them from proper responsibility; the board must go further and fix the responsibility where it belongs. It is primarily to find all the facts in the case, and next to express an opinion as to where the responsibility should be fixed, so that the loss, if any, may fall upon the proper party—the Government or the individual.* It will call for all evidence attainable, and will not limit its inquiries to proofs or statements presented by parties in interest.

36. It will rigidly scrutinize the evidence, especially in cases of alleged theft or embezzlement, and will not recommend the relief of officers or soldiers from responsibility unless fully

*Ordnance Regulations, p. 23.

satisfied that those charged with the care of property have performed their whole duty in regard to it.* Each member should make careful personal inspection of all property submitted to the board. In cases of losses and embezzlements of subsistence stores or property, Boards of Survey in their proceedings and recommendations are to be guided by the above requirements.

37. In case of deficiency of or damage to any article of military supplies, the responsible officer must show by one or more depositions that said deficiency or damage was not occasioned by any fault on his part.†

38. Parties who seem responsible should, if possible, be notified to appear or show cause why they should not be so held. The recorder should, if necessary, write to such parties, the board adjourning sufficiently long to permit such evidence to be gathered as will lead to a just and definite conclusion. The fact that such parties were notified should be stated in the record of the proceedings of the board, and if they failed to respond note will be made of the length of time given for reply.

39. Parties liable to become responsible through proceedings of the board will be given an opportunity to offer rebutting or explanatory testimony and to appear either in person or by counsel or letter. In no case will anyone be held responsible without such hearing, unless the record plainly shows that by the nature of the case this was impracticable.

40. The recorders of all Boards of Survey acting upon cases of alleged losses or discrepancies in the delivery of goods by common carriers shall in all cases give ample notice to the local agent of such carriers of the convening of said Board of Survey, stating fully the purpose for which said board is convened, giving carriers ample time to submit any evidence they may desire to present affecting the matter in question; and no report of the proceedings of the Board of Survey in such matters should be held as complete by reviewing officers without evidence that such opportunity has been given carriers held responsible for any loss. On account of the lack of familiarity on the part of carriers with the requirements

*Par. 710, A. R. †Act May 18, 1826, sec. 1304, R. S.

governing military service in these matters, the Board of Survey will, in its notification to the carriers, name time and place of the meeting of the board, the amount of stores alleged to have been lost or damaged, the initial point and destination of shipment, the officer issuing the bill of lading and the date thereof, and will advise the principal agents of the carrier of their rights in the premises.

41. In case the loss of or damage to supplies and stores is found to have occurred prior to the time when the officer who applies for the board became responsible for the property, the board will ascertain, as far as practicable, how and where the loss or damage occurred, and who, if anyone, is at fault, and embody this information in its report.

42. When supplies are examined by a Board of Survey, the marks on the articles or packages, showing the name or initials of the purchasing officer, the place and date of purchase, and the names of the persons from whom purchased, if obtainable, should be entered in the proceedings of the board, unless it is evident from the report of proceedings that the age and condition at the time of purchase have nothing to do with the loss or damage.

43. When enlisted men are found responsible for the loss of or damage to Government property, the board should recommend that the amount of the loss or damage (stated in dollars and cents) be charged against them on the next muster and pay rolls.

44. Although a Board of Survey has no legal power to swear witnesses brought before it, whenever in the opinion of the board it is desirable to have oral testimony given, before it is sworn to, an affidavit embodying the statements made should be prepared by the recorder (in triplicate), signed by the witness and sworn to before the proper officer. In all cases of importance involving a serious financial loss to the Government or to individuals, this method will be pursued where oral testimony, which contradicts other testimony before the board in the shape of affidavits, is accepted as conclusive. Where officers are witnesses in similar cases the testimony will be prepared in the shape of certificates and be signed by the officer.

45. It is often found necessary to return proceedings of Boards of Survey, more especially on subsistence stores, either on account of error in the proceedings or to obtain additional information for the chief of the administrative department to which the stores pertain.

The principal defects seem to be—

The board reporting a deficiency in the weight of certain stores fails to show by the proceedings that the stores were weighed in its presence.

The Board of Survey apparently condemns the stores or property, which is not its province; its simple duty being to report actual conditions and the accountability therefor. Investigation by board to determine the responsibility for loss of stores is not sufficiently thorough.

In cases of articles stolen, insufficient information given as to the precautions taken to prevent theft.

The return of these proceedings involves delay in the transaction of public business, and considerable clerical labor.

46. In the case of applications for reimbursement for loss of private property under the acts of March 3, 1885,* all personal property for the loss or destruction of which payment is claimed must be enumerated and described in the proceedings of the Board of Survey, but the finding of the board will recommend payment for only such articles as in the opinion of the board were reasonable, useful, necessary, and proper for the claimant to have in the public service in the line of duty.†

* Par. 723, A. R., as amended. † Circular No. 1, H. Q. A., 1897.

RECORD OF PROCEEDINGS.

47. The record will be made in triplicate, and the several sets with their exhibits must compare accurately throughout.

48. Property or stores pertaining to different staff departments will not be reported in the same set of written proceedings, but a set of proceedings will be made up separately for each.

49. The separate report on causes of desertion is not required in triplicate; a single copy is sufficient.

50. Legal-cap paper will be used if practicable; it will be folded in four equal folds. The left-hand fold of the outer page is the first fold and is used exclusively for a brief analysis of the contents of the proceedings, the authority for convening and where convened, the name and rank of president and recorder. Pages will be joined at the top.

51. The record will commence at the top, leaving sufficient space for binding, will run down the page, and, if written, the paper to be turned over, bottom up, and the record run down the reverse side in the same way. If typewritten, each sheet will furnish one page of the record, which will begin at the top. There should be a margin of one inch on the left-hand side.

52. The record should be signed by each member who concurs in the finding. Should a member not concur he will submit a minority report, to be embodied in the record immediately after the majority report, and signed by the dissenting member. On completion the proceedings will be submitted to the convening authority for his action.

53. One blank leaf (a half sheet—two pages), for use of reviewing authority in expressing his action, will be inserted in each set of proceedings between the leaf containing the signatures of the board and the appended evidence.

54. In case the record be returned for further action, what is left of this leaf may be used for the additional proceedings,

which will be added to the original ones, between them and the appended evidence, the object being to form one continuous intelligent record.

55. Immediately following the signatures to the additional proceedings there must be sufficient blank space for the further action of the reviewing authority. If sufficient space remains, another blank leaf will be inserted next to page containing signatures.

56. The last sheet will be left entirely blank on the inside, and be used on the outside for the brief and the indorsements only.

57. Evidence should be in the form of certificates and affidavits or depositions, duly attested and appended to the proceedings. When a necessary exhibit can not be obtained it will be so stated, and the reason why given. Evidence in the form of certificates will be accepted from officers of the Army only.

58. All documents used as evidence (depositions, certificates, affidavits, letters, bills of lading, etc.) will be originals or true copies, will be marked with letters of the alphabet, and will be appended in their proper order, commencing nearest the record proper.

59. Appendices are most conveniently marked in the lower left-hand corner "A," "B," etc., so that the mark comes quickly in sight when proceedings are being examined. Exhibits are marked and appended in the order of introduction and of their being referred to in the body of the proceedings.

60. Whenever a commissary officer asks for a Board of Survey on damaged commissary stores he will, in addition to furnishing the other evidence required, accompany his application therefor with a list of the articles to be examined and reported upon, showing name of articles, date when received, from whom received, date of purchase, from whom purchased, by whom purchased, condition when received, and how rendered bad, if this be known. These lists will be supplied in triplicate, and will be attached to the proceedings of the board as exhibits.

61. An officer desiring the appointment of a Board of Survey will forward with the application therefor his certified

statement covering all the facts in the case within his knowledge, showing the vigilance exercised by him and precautions taken to guard the property from injury or loss, and the efforts made, if any, in the case of losses by theft or otherwise, to recover the property—together with the original affidavits upon which he relies to relieve him from responsibility and the number of duly attested copies thereof required by a Board of Survey to accompany its proceedings.* He should also forward a like number of copies of the written report made by the officer examining packages opened for the first time and found with contents damaged or deficient.†

62. Any additional exhibits of evidence will be marked with letters (succeeding those already so used on evidence originally appended), and be appended in proper order to the original evidence.

63. All material facts and circumstances covered by affidavits or certificates should not merely be referred to but should be embodied in the proceedings themselves, with the conclusions thereon and the recommendations of the board; the affidavits, certificates, etc., being appended simply to show that the facts as stated in the proceedings are in accordance with the evidence. It should be borne in mind that the record is for the information of the convening authority.

64. In assessing loss or damage the proceedings should show (in addition to the description, number, or quantity) the money value in dollars and cents of the articles, stores, or property lost or damaged. In cases where stores or property are recommended for sale or issue at reduced prices, the board will state the price at which it recommends that each article shall be sold or issued.

65. When a board takes inventory on the death of an officer in charge of public property or money, the proceedings with the accompanying inventory are made out as in other cases, one copy being sent direct to the bureau in which the deceased officer had accounts, one copy is given to his representative or the person who settles up his affairs, one copy is sent to department headquarters, and a duly authenticated

* Par. 711, A. R. † Par. 669, A. R.

copy is kept on file with the regimental or post records. In the case of ordnance stores a return in due form is made out by the board for the whole or the part of the quarter for which the officer's returns were due.

FORM FOR PROCEEDINGS.

Proceedings of a Board of Survey convened at ———, ———, pursuant to the following order:

HEADQUARTERS —TH U. S. INFANTRY,
———, ———, ———, 19—.

SPECIAL ORDERS, }
No. — — }

[Extract.]

1. A board of survey is appointed to meet at this station at —— o'clock —. m. to-morrow, or as soon thereafter as practicable, for the purpose of ascertaining what disposition has been made of certain ordnance and ordnance stores for which the late Capt. ——— ———, —— U. S. Infantry, was accountable, and as far as possible to account for the same by proper returns to the Chief of Ordnance.

Detail for the Board.

Capt. ——— ———, —th Infantry.
First Lieut. ——— ———, —th Infantry.
Second Lieut. ——— ———, —th Infantry.

* * * * * *

BY ORDER OF LIEUT. COL. ——— ———:

(Signed) ——— ———.
Captain, —th Infantry, Adjutant.

———, ———, ———, 19—.

The Board met pursuant to the foregoing order at —— o'clock —. m.

Present: all the members.

The Board, not having sufficient information before it, directed the recorder to open correspondence, with a view to ascertaining definitely what disposition was made of the ordnance and ordnance stores for which the late Captain ——— ———, —th Infantry, was accountable.

The Board thereupon adjourned to meet at the call of the president.

——— ———,
Second Lieut., —th Infantry, Recorder.

———, ———, ———, 19—.

The Board met at —— o'clock —. m., pursuant to adjournment and the following order:

HEADQUARTERS —TH U. S. INFANTRY,
———, ———, ———, 19—.

SPECIAL ORDERS, }
No. ——. }

[Extract.]

* * * * * *

2. First Lieut. ——— ——— and Second Lieut. ——— ———, —th Infantry, are hereby relieved as members of the Board of Survey, convened by par. 2, S. O. No. ——, c. s., these headquarters, and First Lieut. ——— ——— and Second Lieut. ——— ———, —th Infantry, are detailed in their stead.

* * * * * *

BY ORDER OF COL. ——— ———:

(Signed) ———, ———,
Captain, —th Infantry, Acting Adjutant.

Present: all the members.

The Board had before it all the information that could be obtained.

From the invoices of ordnance and ordnance stores from Capt. ——— ———, —th Infantry, and First Lieut. ———, ———, Ordnance Department, U. S. A., hereto appended (marked "A" and "B," respectively), it is shown that Capt. ——— ———, —th Infantry, deceased, was accountable for the following ordnance and ordnance stores:

276 magazine rifles, caliber .30,	276 tin cups,
276 bayonet scabbards,	276 knives,
276 cartridge belts,	276 forks,
276 gun slings,	276 spoons,
276 canteens and straps,	55 screw-drivers,
276 haversacks and straps,	132 small-arms oilers,
276 meat cans,	6 arm chests.

To account for a portion of the foregoing the Board has receipts from the twelve company commanders of the —th Infantry, and receipts from eleven company commanders of the —th Infantry.

These receipts are hereto appended and marked "C," "D," "E," "F," "G," "H," "I," "K," "L," "M," "N," "O," "P," "Q," "R," "S," "T," "U," "V," "W," "X," "Y," "Z," respectively. The ordnance and ordnance stores thus accounted for are as follows:

227 magazine rifles, caliber .30,
228 bayonet scabbards,
229 cartridge belts,
182 gun slings,
217 canteens and straps,
219 haversacks and straps,
217 meat cans,
218 tin cups,
218 knives,
210 forks,
217 spoons,
1 screw-driver,
1 small-arms oiler.

This leaves the following not accounted for:

49 magazine rifles, caliber .30,
48 bayonet scabbards,
47 cartridge belts,
94 gun slings,
59 canteens and straps,
57 haversacks and straps,
59 meat cans,
58 tin cups,
58 knives,
66 forks,
59 spoons,
54 screw-drivers,
131 small-arms oilers,
6 arm chests.

The issues by Capt. ——— are best shown in abstract marked "A" (hereto appended), which was compiled from the appended receipts heretofore referred to.

The appended quarterly return for part of the quarter ending ———, 19— (marked "B"), also best shows the receipts and issues and what remains unaccounted for.

In the correspondence (Appendix "C") relative to this matter, in the 5th indorsement, First Lieut. ——— ———, —th Infantry, states that he succeeded Capt. ——— in command of a detachment of about 275 recruits which Capt. ——— had taken to ———. These recruits, armed and partially equipped, though originally intended for other regiments, were ultimately assigned to the —th and —th Infantry.

Since 227 rifles, bayonet scabbards, and a corresponding number of canteens, haversacks, etc., have been receipted for by officers of these regiments, it is the opinion of the Board that the 49 rifles, etc., with which the remaining recruits of this detachment were armed, must still be in the two regiments mentioned; receipts failed to be given in the confusion of war times. This opinion is strengthened by the 12th indorsement on the same correspondence in which Capt. ——— ———, as commanding officer, Company L, states that 10 rifles, bayonet scabbards, cartridge belts, gun slings, haversacks and straps, canteens and straps, meat cans, tin cups, knives, forks, and spoons had been taken up on the ordnance returns of that company. He does not, however, inclose receipts for that amount of ordnance for Company L, though as commanding officer of Company C, same regiment, which he was also apparently commanding, he does send receipts for 11 rifles, bayonet scabbards, cartridge belts, etc.

The Board is therefore of the opinion that other company commanders of the —th and —th Infantry have likewise taken up on their returns the remaining ordnance and ordnance stores pertaining to the detachment of recruits, but have failed to receipt for the same.

The wrapper inclosing invoice from Captain ———, —th Infantry, with indorsements thereon (hereto appended and marked "D"), shows the effort made to obtain receipts for the ordnance stores with which the recruits sent to ——— were equipped.

The invoice from Captain ——— has been heretofore referred to as Appendix "A."

After going to various officers, the wrapper is finally returned with the statement that the receipts for the ordnance and ordnance stores turned over to the —th Infantry, with the recruits of Captain ———'s detachment, had been forwarded in compliance with the 27th indorsement of the appended correspondence, marked "C."

The Board, therefore, recommends relief from further accountability in the matter, and that a certificate of nonindebtedness in the case of Captain ———, —th Infantry

(deceased) be issued for the following ordnance and ordnance stores:

49 magazine rifles, caliber .30,	58 tin cups,
48 bayonet scabbards,	58 knives,
47 cartridge belts,	66 forks,
94 gun slings,	59 spoons,
59 canteens and straps,	54 screw-drivers,
57 haversacks and straps,	131 small-arms oilers,
59 meat cans,	6 arm chests.

There being no further business before it, the Board adjourned *sine die*.

——— ———,
Captain, —th Infantry, President.

——— ———,
First Lieutenant, —th Infantry, Member.

——— ———,
Second Lieutenant, —th Infantry, Recorder.

———, ———, ———, 19—.

The value of the property submitted for the action of this Board exceeding five hundred dollars, the proceedings are, in compliance with par. 716, A. R., 1895, as amended by G. O. 179, A. G. O., 1898, forwarded to the Adjutant General, Department ———, for the action of the department commander. Approval recommended.

——— ———,
Colonel Cavalry, Commanding Post.

———

[The briefing on the first fold.]

Proceedings OF A BOARD OF SURVEY
Convened at ———, ———, per S. O. No. ——, dated ———, ———, 19—.

PURPOSE.

To ascertain what became of certain ordnance for which Capt. ——— ———, —th Infantry (deceased), was responsible, and, as far as practicable, to account for the same.

President:
Capt. ——— ———, —th Infantry.

Recorder:
Second Lieut. ——— ———, —th Infantry.

[Indorsements appearing on outside of report of proceedings, beginning on the second fold.]

HEADQUARTERS DEPARTMENT ——.

Received

——, ——, 19—.

To A. O. O.

[2d indorsement.]

HEADQUARTERS DEPARTMENT ——,
——, ——, ——, 19—.

Respectfully returned to the Adjutant General of the Department, recommending approval.

—— ——,
First Lieut., —th Artillery,
Acting Ordnance Officer.

[3d indorsement.]

HEADQUARTERS DEPARTMENT ——,
——, ——, ——, 19—.

Respectfully forwarded, through the Adjutant General, Division of ——, to the Adjutant General, U. S. Army, Washington, D. C., for the consideration of the War Department, inasmuch as the proceedings of this Board relate to the account of an officer (Capt. —— ——, —th Infantry, deceased), who was not at the time of his demise a member of this command. Approval is respectfully recommended. —— ——,
Brigadier General Commanding.

[4th indorsement.]

HEADQUARTERS DIVISION OF ——,
——, ——, ——, 19—.

Respectfully forwarded to the Adjutant General of the Army, inviting attention to preceding indorsement. ——, ——,
Major General Commanding.

[5th indorsement.]

WAR DEPARTMENT,
ADJUTANT GENERAL'S OFFICE,
Washington, ——, 19—.

Respectfully referred to the Chief of Ordnance, U. S. Army.

BY ORDER OF THE SECRETARY OF WAR:

——, ——,
Assistant Adjutant General

[Letter informing of final disposition.]

OFFICE OF THE CHIEF OF ORDNANCE, U. S. ARMY,
Washington, ———, *19*—.

Capt. ——— ———, —th Infantry,
President Board of Survey.

SIR: I am instructed by the Chief of Ordnance to inclose herewith two copies of the return rendered by a Board of Survey, of which you are President, for part of quarter ended ———, 19—, pertaining to a detachment of recruits commanded by the late Capt. ——— ———, —th Infantry.

The original copy of the return has been examined in this office and found correct, and the copies returned may be retained or otherwise disposed of.

A certificate of nonindebtedness has this day been sent to the Auditor for the War Department in the case of the deceased.

Very respectfully,

———— ————,
Captain, Ord. Dept., U. S. A.

Inclosures ——.

[BODY OF PROCEEDINGS IN ORDINARY CASE OF DAMAGED COMMISSARY STORES.]

* * * * * *

The Board then proceeded to examine the stores said to be unfit for use, having before it the affidavit of Commissary Sergeant ——— ——— and the certificate of First Lieut. ——— ———, Commissary (hereto appended and marked "A" and "B," respectively).

These stores were carefully examined, the number and amount in each case being verified by the Board.

The Board finds the stores to be in the following condition: 1,200 lbs. corn meal, value $15.00, received of Capt. ——— ———, Chief Commissary Department of ———, ———, 19—. Full of black bugs and weevils and unfit for sale or use.

* * * * * *

In general the whole quantity of stores was unsalable and unfit for use.

The Board is unable to determine how these stores came to be in their present condition, but is of the opinion that they became so from natural causes, having been stored in a hot, moist climate. The stores show that they have been subjected to great dampness and a subsequent drying out, and these conditions are also natural ones for the generation and production of bugs, weevils, etc.

The Board is further of the opinion that no blame attaches to First Lieut. ——— ———, Commissary, —th Infantry, for the condition of these stores, as he has shown due care in their preservation. The number of bottles, cans, etc., in bad condition was not in excess of the number that would ordinarily be broken in handling them in boxes and barrels or be burst through ordinary faulty sealing at the factory and consequent fermentation afterward.

The Board therefore recommends that these stores be submitted to an Inspector for his action.

* * * * * *

[Form for Proceedings in the Case of a Deserter.]

Proceedings of a Board of Survey, convened at ——— ———, pursuant to the following order:

HEADQUARTERS, —TH INFANTRY,
———, ———, ———, 19—.

SPECIAL ORDERS, }
No. —— }

[Extract.]

1. A Board of Survey will meet at — a. m. to-morrow, or as soon thereafter as practicable, to investigate and report upon the desertion of Private ——— ———, Company ——, —th Infantry, and the loss of property incident thereto. Paragraph 115, Army Regulations, as amended by G. O. No. 56, A. G. O., 1900, will be complied with.

Detail for the Board.

Capt. ——— ———, —th Infantry.
First Lieut. ——— ———, —th Infantry.
Second Lieut. ——— ———, —th Infantry.

* * * * * *

BY ORDER OF LIEUT. COL. ——— ———:

———— ————,
Captain, —th Infantry, Adjutant.

———, ———, ———, 19—.

The Board met pursuant to the foregoing order at —— —. m.

Present: all the members.

The Board considered the affidavit of First Sergt. ——— ———, Co. ——, —th Infantry (hereto attached and marked "A"), and found that Pvt. ——— ———, Co. ——, —th Infantry, did lose or abstract at time of desertion the following quartermaster supplies, for which Capt. ——— ———, —th Infantry, is responsible, and Capt. ——— ———, Quartermaster, —th Infantry, is accountable:

One barrack bag, value	$0.44
One pantasote shelter half, value	1.80
One rubber coat, value	1.18
	3.42

There being no further business before it, the Board at —— —. m. adjourned *sine die*.

——— ———,
Captain, —th Infantry, President.

——— ———,
First Lieut., —th Infantry, Member.

——— ———,
Second Lieut., —th Infantry, Recorder.

REPORT ON CAUSES OF DESERTION, BY A BOARD OF SURVEY.

Convened at ———, by Orders No. ——, dated ———, 19—.

CASE.

Private ——— ———, Co. ——, —th Infantry, ———.
Date and place of enlistment, ———, 19—, ———.
Date and place of desertion, ———, 19—, ———.
Apprehended? When and where? Not apprehended.
Value of public property taken, if any, $3.42.

CIRCUMSTANCES ATTENDING AND CAUSES WHICH INDUCED THE DESERTION.

(See paragraph 115, A. R.)

Private ——— tried to lead a faster life than his pay would allow. He went into debt to everyone who would credit him,

and finally, to clear himself of all his debts, deserted soon after pay day.

——— ———,
Captain, —th Infantry, President.

——— ———,
First Lieut., —th Infantry, Member.

——— ———,
Second Lieut., —th Infantry, Recorder.

———, ———, ———, 19—.

Approved:

——— ———,
———, *Commanding Post.*

FORM FOR ADDITIONAL PROCEEDINGS.

Additional Proceedings of a Board of Survey, reconvened at ———, ———, *pursuant to the following indorsement:*

[1st indorsement.]

———, ———, ———, 19—.

Respectfully returned to Capt. ——— ———, —th Infantry, President of the Board of Survey, who will convene the board. The board has held the ——— R. R. Co. responsible for the loss of the 319 pounds of coffee, but the report of proceedings does not show that the R. R. Co. has had an opportunity to be heard. It should be heard, and any evidence presented should be considered.

BY ORDER OF COL. ———:

——— ———,
Captain, —th Cavalry, Adjutant.

———, ———, ———, 19—.

The board reconvened pursuant to the above indorsement at —— —. m.

Present: all the members.

The board gave the ——— R. R. Co. abundant opportunity to present any evidence it wished, waiting two weeks for an answer to the letter sent the agent. A copy of the letter is

hereto appended marked "Q." These facts should have been shown in the original proceedings.

——— ———,
Captain, —th Infantry, President.

——— ———,
First Lieutenant, —th Cavalry, Member.

——— ———,
First Lieutenant, —th Cavalry, Recorder.

FORM FOR CERTIFICATE.

———, ———, ———, 19—.

I certify that

——— ———,
First Lieut., —th Infantry, Comdg. Co. ——.

FORM FOR AFFIDAVIT.

STATE OF———
County of——— } *ss.*
Post of———

Personally appeared before me, the undersigned authority, one ——— ———, who, being duly sworn, deposes and says that

---

---

and further deponent saith not.

——— ———,
———.

Sworn to and subscribed before me this —— day of ———, nineteen hundred and ———.

——— ———,
Major, —th Infantry, Summary Court.

NOTE.—Officers to administer oaths: Judge advocates of departments, judge advocates of courts-martial, and trial officers of summary courts. When none are within reach and available, notary public or other civil officer competent to administer oaths for general purposes. When expense is incurred, only a single original is required. As many true copies as are necessary may be made.

(Form for Requisition for Stationery.)

Form No. 41.—Voucher to Abstract H.

Requisition for Stationery for Board of Survey convened at ——— by S.O. No. ——, ——, ——, ——, 19—.

	Bands, rubber, gross.	Blocks, memo., No.	Books, blank, No.	Envelopes, letter, No.	Envelopes, official, No.	Erasers, rubber, No.	Ink, black, bottles.	Ink, red, bottles.	Mucilage, bottles.	Paper, blotting, sheets.	Paper, envelope, quires.	Paper, folio post, quires.	Paper, foolscap, quires.	Paper, legal cap, quires.	Paper, letter, quires.	Paper, note, quires.	Pencils, lead, No.	Pens, steel, No.	Sealing wax, ounces.	Tape, office, pieces.				
Required ———	¼	1			12									3	1		1	6					
Issued ———																							

I CERTIFY that the above requisition is correct, and that I have not drawn stationery for any part of the time specified.

Approved:

———, ———,

Captain, —th Infantry, President. *Second Lieut., —th Infantry, Recorder.*

Received at ———, on the —— day of ———, 19—, of ——— ———, Quartermaster, U. S. Army, all the articles noted above as issued.

——— ———,

(Signed in duplicate.)

[Indorsement.]

FORM NO. 41.

(Authorized August 30, 1897.)

Voucher No. ——, Abstract H.

—— quarter, F. Y. 19—.

REQUISITION FOR STATIONERY

FOR

_____

_____

at _____

To be in duplicate: one copy retained by the officer, one sent to the Quartermaster General with quarterly Abstract H.

See Pars. 1023 to 1027, inclusive, Army Regulations, 1895.

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